

FY 2008 Partnership Program

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Similar guidelines and applications are available for all other MCACA programs from our website, as well as our general guidelines. If you require additional information, please contact MCACA staff.

Other MCACA Programs:

Local Art Agencies and Services
Anchor Organizations
Capital Improvements Projects
Arts Projects
Rural Arts Projects
Arts and Learning
Regional Regranting

MCACA

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Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
 - Establishing and facilitating communications networks
 - Increasing visibility and awareness of arts and culture
 - Supporting arts education
 - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information to help qualified organizations begin the process for apply for funding in the Partnerships Programs. Partnership Activities must take place between October 1, 2007, and September 30, 2008.

If you are invited to apply to the Partnership Program, an application fee of 3% of the requested amount, or \$300 (whichever is less) must accompany the application.

Program Outline

The Partnership Program is integral to the Council's overall strategy to provide the opportunity to experience, participate in or learn about high quality arts and cultural projects. Inherent in this program is the understanding that no one person, organization, cultural facility or agency can effectively accomplish this strategy without the aid of other like-minded partners.

The Michigan Council for Arts and Cultural Affairs believes a partnership should:

- a) be goal-based and fit the missions of each partner
- b) extend the reach of each partner
- c) sustain a necessary or critical function that without the partnership, would not exist.

In addition, the Council

- Recognizes that there are partnerships that we want to sustain over the long term and others that could be very short in duration
- Recognizes the unique responsibilities of a “partnership” and desires that our processes reflect that fact
- Recognizes that partnerships exist for a purpose or goal, and are not an end in themselves.
- Recognizes that when the goal is reached, the partnership needs to evolve or end, or that with a change in circumstance, any partner has the right to opt out.

Given these precepts, the MCACA Partnership program is made of two separate components:

- 1) Partner Organizations
- 2) Special Ventures

NOTE: It is important that you read to the MCACA publication “General Guidelines” for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information. If you are unsure whether your project is a good match for this program, please contact MCACA staff.

Partner Organizations

This component is designed for long-term relationships which combine resources of the State and those of an assortment of local, state and regional nonprofit organizations in order to increase all types of arts and cultural opportunities in the state’s 83 counties.

Process: Participation in this component is by invitation only. The Council will send a letter of “Invitation to Establish a Partnership.” The letter will explain why the Council is interested in establishing the partnership and ask that the organization reply confirming their interest or their choice to decline the invitation. Letters of Invitation to Establish a Partnership will be mailed in mid-May of each year.

If your organization is invited to apply, an application form will accompany the “Invitation to Establish a Partnership” letter.

The Council has established a Partnerships and Ventures Evaluation Committee to meet individually with those potential partners. The dialogue at that meeting will establish how a partnership could benefit each organization and advance the mission of both organizations. The outcome of the individual meeting will be the actual grant agreement language, including deliverables and outcomes.

Follow-up: An organization serving as a partner with MCACA must meet all reporting requirements. Each Partnership will be reviewed annually by the Partnerships and Ventures Evaluation Committee. After five years, there will be a complete reassessment of the partnership.

Special Ventures

This Component is designed for short-term partnership ideas, that may or may not evolve into a longer partnership and are issue-based with measurable outcomes. These ventures may be initiated by the Council or by the potential partner. Through Special Ventures, the Council envisions projects that are strategic, entrepreneurial, or serendipitous and have every potential to produce new and surprising or unexpected results.

Process: Participation in this component will begin after the Council's Partnerships and Ventures Evaluation Committee has received a "Request for Venture Partnership." The Committee will evaluate each venture proposal and reply in writing either with an "invitation to apply" letter, or a letter declining your offer to establish a short-term venture.

If your organization is invited to apply, an application form will accompany the "Invitation to Establish a Special Venture" letter.

Once the application is received from those organizations invited to apply, an independent review panel will consider the application and make their recommendations back to the Council.

The Council will entertain Special Venture proposals throughout any given fiscal year. Of course this in no way guarantees acceptance to the program or funding of a project/special venture. Special Venture review will take place on an "as needed" basis.

Request for Venture Partnership: Please provide the the Council's Partnership and Ventures Evaluation Committee with no more than two pages outlining the nature of your short term venture.

- Explain the goal of the venture.
- Explain how the Venture will extend the reach of both your organization and MCACA.
- Explain how the Venture sustains a necessary or critical function for the field that without the partnership, would not exist.
- Please provide an estimated total project cost

Send the Request for Venture Partnership to:

**Special Ventures
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30705
Lansing, MI 48909-8206**

Follow-up: An organization receiving a grant for a Special Venture with MCACA must meet all reporting requirements. Special Venture agreements are for one fiscal year.

Program Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable

as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2008 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Waiver Requests

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by May 28, 2007. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Matching funds

Applicants in this program must request a minimum of \$5,000.

All council programs require that the applicant supply a level of "matching funds," or funds available to them through other sources. **Applicants must make a 1:1 cash match.**

State funds may not be used as matching funds and applicants can not use the same matching funds in more than one grant application.

Funding may be used for:

- Salaries, wages, honoraria, artist fees
- Supplies, materials, catalogs, posters, packaging, distribution and other marketing expenses
- Internships, artist residencies, commissions
- arts-related industry development
- Costs related to preparation and research of original manuscripts and limited edition publications by nonprofit corporations or individuals holding copyright
- Recording costs.

- Regranting
- Lectures, symposia, panels, public discussions
- Planning, design, documentation, evaluation
- Exhibits, readings, series, performances, classes, seminars, in-service activities, workshops

Funding may not be used for:

- Costs associated with the start-up of a new organization*
- Costs incurred prior to the grant starting date*
- Fundraising activities
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are member of an applicant's staff or board
- Exhibitions or productions by students
- Payments to students
- Indirect costs (charges made by an organization to cover the management or handling of grant funds).*
- Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations*
- Food or beverages for hospitality
- Entertainment or reception functions*
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*
- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance), preservation or restoration of non-arts collections*
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit*
- Creation of textbooks / classroom materials*
- College or university faculty exhibitions or performances*
- Internal programs at colleges or universities.* NOTE: University or college projects must document significant community benefit, ownership, support, and shared use of projects, and submit compelling letters of support
- Commissioning of their faculty by colleges or universities*
- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree*
- Exhibitions of works that are not originals, i.e. photos, panels or facsimiles of original objects
- Capital improvements, new construction, renovation or permanent equipment items.*
- Art projects that include displays of human wastes on religious symbols, displays of sex acts and depictions of flag desecration.

*Note: These activities may not be included in the project budget.

Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 345 of 2006, Section 405 states that each grant recipient shall provide MCACA with the following:

- (a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the award period.
- (b) Within 30 days following the end of the grant period, a final report that includes the following:
 - (i) Project revenues and expenditures including grant matching fund amounts.
 - (ii) Number of patrons attracted or benefiting during the grant period.
 - (iii) A narrative summary of each project and its outcome, including all of the following:
 - (A) How the project supported achieving the department's intended goals and outcomes for each program.
 - (B) How the program met the quantifiable measures of success in meeting the goals and outcomes.
- (c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).